

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION
May 13, 2003**

45

FROM: **DAVE GIBSON**, Director
 Facilities Management Department

SUBJECT: **INCREASE PURCHASE ORDER FOR ELEVATOR SERVICES**

RECOMMENDATION: Authorize the Purchasing Agent to increase Purchase Order #P1226 to ThyssenKrupp Elevator by \$15,038 for a total of \$40,000 for the continued provision of elevator services at various County facilities.

BACKGROUND INFORMATION: Pursuant to County Policy 11-05, departments are required to seek Board approval when contracting for services with any one vendor in excess of an aggregate amount of \$25,000 per fiscal year. To date, the Facilities Management Department has paid \$24,962 to ThyssenKrupp Elevator for elevator services.

The Facilities Management Department is responsible for all maintenance to County-owned elevators. The requested increase in the purchase order will cover anticipated 2002/03 repair expenses for elevator services at the Sheriff's Emergency Vehicle Operation Center (EVOC), County Government Center, Redlands Museum and Fontana District Attorney/Public Health buildings. Continued service from this vendor will ensure that the elevators are reliable and safe to use by the County employees and public.

The Facilities Management Department is currently developing a Request For Proposal for elevator maintenance services throughout the county.

REVIEW BY OTHERS: This item has been reviewed as to legal form by County Counsel (Jean-Rene Basle, Deputy County Counsel) on April 28, 2003; reviewed and coordinated for procurement by Purchasing Department (Aurelio De La Torre, Director) on April 28, 2003; and reviewed by the County Administrative Office, (Lynn Chacon, Administrative Analyst) on May 1, 2003.

FINANCIAL IMPACT: There are sufficient appropriations available in the 2002/03 Facilities Management Maintenance Division Budget (AAA FMM FMM) to cover this additional expense for elevator maintenance services. Approval of this action will not result in any additional local cost.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the department's proposal and recommends this action based on the need to continue maintenance of elevators for the reliable and safe use by employees and the general public.

SUPERVISORIAL DISTRICT: Second, Third & Fifth.

PRESENTER: Dave Gibson, Director, 387-2230

Record of Action of the Board of Supervisors

45